SPECIAL EDUCATION
School Year 2018/19

DDS MySped Application

SPECIAL EDUCATION

Training Guide

Revision: June, 2018

Table of Contents

Key Concepts and Understanding

Student Application

1. All services for these students should be identified in their Individual Education Plan (IEP).

2. **ALL referrals to special education are to be entered**.

3. If you receive a referral for a former special education student; they are considered a new referral since the student is not currently receiving services. If you receive a referral for an additional evaluation of an existing special education student, do not enter them into referral tracking since they are not a new referral.

4. **Part C to Part B transition**: If a child is going from the 0-2yr program to the 3-5yr program, mark "yes" in C to B Transition field. Note that the EDD 3rd birthday field and Temporary 3rd bday IEP field is required in order to complete the referral. Eligibility determination should be completed prior to the child's 3rd birth date.

5. **Part C and B concurrent**: When Part C receives a referral for Part C services and the child is found eligible, and will turn three (3) in less than 90 days, this prompts Part C to make a referral to Part B and both programs are conducting evaluations to determine service eligibility. There are no concurrent referrals for transitions. If the referral to Part C is received fewer than 90 days before the 3rd birthday and the child is found eligible the child's record is marked "Y" in referral tracking as having a concurrent referral with Part B. The Part C to B Transition field will be marked as "N."

6. If you have a student referred and the decision is made not to evaluate, then you are required to enter the demographic information, the referral date, Special education placement field as "No", referral complete as "Yes", and referral reason complete as "not placed."

7. A special education student who is transferring from another district (in state or out of state) is NOT a referral since they already have an IEP.

8. As long as Referral Complete is "No" you may make changes/update the student's information.

9. Once you have entered Referral Complete as "Yes" and pressed Save and Exit, the record saves and you will not be able to update or make any changes on that student in the referral tracking section.

10. **EC Outcomes** cannot be pulled for Cycle 7 if the child has not exited from the Special Education Program. **Please exit all students who no longer need services, who are kindergarten eligible, whose parents have refused services, or if child reached maximum age (6).** Use the end of the fiscal year (June 30) as the date of exit and the date exit assessments were completed even though you may be continuing services until August of that year. This is needed for federal reporting to capture the child in the correct fiscal year.

11. When exiting a student, also verify Referral Tracking is marked "yes" for complete. If the reason for exiting the student is because the child is kindergarten eligible or the child no longer needed services, exit assessments are also needed.

Access to DDS/ MySped Database

Student Application
1. Go to Arkansas Special Education web site: **http://arksped.k12.ar.us**
2. Click on MySped Resources near the flashing red arrow
3. Type in User ID (9***) and Password and click on "Sign-In"
4. Click on DDS Programs near the flashing red arrow.

Tips for Navigating the Application
- Use the Tab key or the mouse to navigate to the fields.
- Dates will automatically format to mm/dd/yyyy. Type only the numbers.
- To edit a student's record, click on small notebook icon to the left of the student's name.
- Press "Save" to save all changes or additions. Look for message in red at top of screen (**Success! Data has been saved**) to verify data has been saved. If the data did not save, the message will state the related problem. Correct the data as indicated in the message and press "Save."
- Press Exit to go back to list of students.

Add a Student Record

Click on 'Add a New Student'

SCREEN: **Student Demographics**   ▶ Return to MySPED
LEA: **9999 ADE - Special Education Unit**   Change LEA
MESSAGE:

Search

Student Status   ⦿ Active ○ Inactive ○ Referrals (placement only)

Search by   -- All -- ▾   [   ]

Note: Last Name or First Name requires at least 3 characters.
          SSN requires 9 digit numbers with no dashes.

[Search]

Export to Excel:

[Referral Students (placed & not placed)]
[Active Students]
[Dec1 Students]

Add New Student...

		Last Name	First Name	Middle Name	SSN	Birth Date	Gender	Race
📝	✖	Only	Demographics	B.	222222222	08/12/2006	F	H
📝	✖	Student	Enrolled	A.	333333333	03/12/2005	M	H
📝	✖	Student	Enrolled	B.	444444444	12/16/2005	M	P
📝	✖	Test2	Test	TEst1	123456878	07/06/2005	F	B
📝	✖	stats	add referral	Then eroll	123456788	10/12/2005	F	B
📝	✖	Smith	Joe	J	055555555	01/01/2005	F	N

When adding a student record, all student demographic information must be answered in order for the student information to be added in the database. A red asterisk indicates a required entry.

1. Student Demographics

SSN: Enter the student's Social Security Number.

First Name: Student's First Name

Middle Name: Student's Middle Name or Initial

Last Name: Student's Last Name

DOB: Student's date of birth. (mm/dd/yyyy)

Gender: Select Female or Male

Race: Select all races that apply by clicking in each box. A check mark will appear for each box that applies. (For definition of each race classification go to DDS Data Dictionary, pg. 17-18)

Grade: Preschool

ELL (English Language Learner): Select "Yes" if English is either not the student's first language or not the language spoken at home. Otherwise select "NO."

Resident LEA: The LEA Number of the district that the student currently resides.

Transfer: This field indicates if a student transferred from another EC program with an existing IEP. Select "Yes" or "No."

2. Referral Tracking

Note: Please refer to Referral Tracking Data Dictionary for definitions on reporting fields.

Part C to B Transition: Click "Yes" or "No" if the student transitioned from a Federal Early Intervention 0-2 year Part C program to the special education early childhood 3-5 year program.

Part C & B Concurrent: Click 'Yes' or 'No' if Part C receives a new referral and is found eligible for Part C services and the child will turn three (3) in less than 90 days. This prompts Part C to make a referral to Part B and both programs are conducting evaluations to determine service eligibility.

Referral Date: The date the original referral for Part B services (3-5 yr old) for the student was received. The referral date is the same day as the transition conference when the referral form is signed.

Parent Consent to Evaluate Date: Enter the date the parents consented to having their child evaluated for Part B Services (3-5 yr old program).

Evaluation Date: Enter the date the evaluation was completed or the date of the last evaluation report. *Parent consent to evaluate date must be entered and occur before the evaluation date*. *The timeline between the parent consent date and the evaluation completion date should not exceed 60 days.*

Evaluation Reason (if exceeded 60 day timeline): If the evaluation was completed beyond 60 *calendar* days from the time the parent gave consent, click on the drop down arrow and select the reason why. Evaluation date must be entered to enter an evaluation reason for exceeding the 60-day timeline.

- Additional testing determined by IEP team (includes evaluators)
- Evaluations not completed in accordance with timelines
- Family cancelled evaluations date(s) requiring it to be rescheduled
- Family moved making the child unavailable
- Failed hearing/vision screening (i.e. waiting for glasses)
- Child or family illness/death delayed evaluations
- Parent withdrew consent
- Transferred from another program during the due process
- Other

Evaluation Other Reason: If "Other" was selected, enter a clear explanation as to why the timeline was not met.

Eligibility Determination Date (EDD): Enter the date eligibility was determined (mm/dd/yyyy). *A date of evaluation must be entered and occur before the EDD*. *The timeline between the evaluationt date and the eligibility determination date should not exceed 30 calendar days.*

EDD Reason (if exceeds 30 day timeline): If eligibility was determined beyond 30 *calendar* days from the time the date of the evaluation, click on the drop down arrow and select reason why.

- Evaluations not completed in accordance with timelines due to IEP Team (includes evaluators)
- Family cancelled evaluations date(s) requiring it to be rescheduled
- Family moved making the child unavailable
- Child or family illness/death delayed evaluations
- Parent withdrew consent to test/place
- Transferred from another program during the due process
- Other

EDD Other Reason: If "Other" was selected, enter a clear explanation as to why the timeline was not met.

EDD 3rd Birthday Reason: If the eligibility determination date exceeds the 3rd birthday (on or before the third birthday), click on the drop down arrow and select reason why. **If Part C to B transition is marked "Yes" and the EDD exceeds 3rd birthday, you must enter a reason why.**

- Evaluations not completed in accordance with timelines due to IEP Team (includes evaluators)
- Child or family illness/death delayed evaluations
- "Part "C failed to refer child for transition within timelines
- Family moved making the child unavailable
- Family cancelled evaluations date(s) requiring it to be rescheduled
- Parent refused initial consent to test/place
- Transferred from another program during the due process
- Other

EDD 3rd Birthday Other Reason: If "Other" was selected, enter a clear explanation as to why the timeline was not met.

Temporary IEP (3rd birthday): Select 'Yes' or 'No'. The temporary IEP is linked specifically to the Part C to B 3-year-old transition child. When a child is a Part C (early intervention 0-3) participant, 90 *calendar* days prior to turning three, Part C is required to make a referral to Part B (3-5 early childhood special education programs) for eligibility determination. Federal law requires Part B to have an IEP in place for the child's 3rd birth date, so services can begin at age 3 with no interruptions.

The State allows a district to develop a temporary IEP for the provision of services while the due process for eligibility is being completed, where the program has deemed the service needs are immediate. However, the temporary IEP cannot be used to delay due process eligibility decisions and must not exceed 60 *calendar* days.

If the eligibility determination is not finalized by the 3rd birth date, the Temporary IEP field notifies the State that a child was being served on the 3rd birth date, with no interruptions of services, even though the determination is not finalized.

Special Education Placement: Select "Yes" or "No" as to whether the child is being placed into special education.

Parent Consent to Place in Special Education Date: Date the parents consented to place their child into special education (mm/dd/yyyy).

Referral Process Complete: Select "Yes" or "No" as to whether referral process is complete at the time of entering the information.

Completion Reason: Click drop down arrow and select an explanation as to the reason referral is complete.

- Child died
- Family moved making the child unavailable
- Not Eligible for Special Education
- IEP team determined no testing required, only referral conference held
- Parent refused services
- Placed into Special Education
- Transferred from another program during the due process
- Other

Completion Other Reason: If "Other" is selected, enter a clear explanation as to why referral is complete.

3. Early Childhood Enrollment

Entry Date: The date the student enters the Special Education program (mm/dd/yyyy).

Note: If the entry date is changed, then the Exit status and the exit date in the Early Childhood Exit tab will be automatically cleared.

Primary Disability: Click on the drop-down arrow and select the appropriate disability. (For definition of each disability go to DDS Data Dictionary, pg. 18)

- Autism
- Deaf-Blindness
- Hearing Impairments
- Multiple Disabilities
- Orthopedic Impairments
- Other Health Impairments
- Preschool Disabled-NonCategorical
- Speech/Language Impairments
- Traumatic Brain Injury
- Visual Impairment

Note: An entry date is required prior to entering a primary disability.

Education Environment: Click on the drop-down arrow and select the location and amount of time a student receives services with their non-disabled peers. (For definition of each education environment classification go to DDS Data Dictionary, pg. 20)

- Greater than 10 hours with majority of special education services in EC program
- Greater than 10 hours with majority of special education services in other location

- Less than 10 hours with majority of services in EC
- Less than 10 hours with majority of services in other location
- Early Childhood Special Education Setting
- Separate School
- Residential Facility
- Home
- Itinerant Service Outside the Home

Program Type: Click on the drop down arrow and select the type of program providing services to the student.

- ABC
- Even Start
- Head Start
- HIPPY
- Licensed Family Day Care Home
- Licensed Preschool
- Other

Note: Most DDS Centers will be 'Other'

Temporary Student: Select "Yes" or "No" if the student is being temporarily placed in the Special Education Program.

Teacher ID: Enter the special education teacher's ID number.

Teacher's First Name: Enter the special education teacher's first name.

Teacher's Last Name: Enter the special education teacher's last name.

Speech Therapist ID: Enter the ID number of the speech therapist.

Speech Therapist's First Name: Enter the speech therapist's first name.

Speech Therapist's Last Name: Enter the speech therapist's last name.

4. Early Childhood Outcomes

Assessment Entry Date: Enter the date the entry functional assessment scores were determined (mm/dd/yyyy).

Entry Social Emotional Functional Score: Enter the functional level based on the Early Childhood Outcomes Center's 7-point scale determined by group consensus within 30 days of entry. *A score cannot be saved without the Assessment entry date.*

Entry Knowledge/Skills Functional Score: Enter the functional level based on the Early Childhood Outcomes Center's 7-point scale determined by group consensus within 30 days of entry. *A score cannot be saved without the Assessment entry date.*

Entry Self Help Functional Score: Enter the functional level based on the Early Childhood Outcomes Center's 7-point scale determined by group consensus within 30 days of entry. *A score cannot be saved without the Assessment entry date.*

Assessment Exit Date: Date in which the exit functional assessment scores were determined. If the child is exiting the program because they are *Kindergarten Eligible or No longer need services, enter the exit date on or before June 30* even though the child may still be receiving services thru August of the same year.

Exit Social Emotional Functional Score: Enter the functional level based on the Early Childhood Outcomes Center's 7-point scale determined by group consensus. *A score cannot be saved without the Assessment exit date.*

Exit Knowledge/Skills Functional Score: Enter the functional level based on the Early Childhood Outcomes Centers 7-point scale determined by group consensus. *A score cannot be saved without the Assessment exit date.*

Exit Self Help Functional Score: Enter the functional level based on the Early Childhood Outcomes Center's 7-point scale determined by group consensus. *A score cannot be saved without the Assessment exit date.*

Social Emotional Improvement: Select "Yes" or "No" to indicate if the student's functional level has improved from entry to exit. *This may include improvement in personal gains even when the functional scores remained the same.*

Knowledge/Skills Improvement: Select "Yes" or "No" to indicate if the student's functional level has improved from entry to exit. *This may include improvement in personal gains even when the functional scores remained the same.*

Self Help Improvement: Select "Yes" or "No" to indicate if the student's functional level has improved from entry to exit. *This may include improvement in personal gains even when the functional scores remained the same.*

5. Early Childhood Exit

| Referral Tracking | Early Childhood Enrollment | Early Childhood Outcomes | **Early Childhood Exit** | Early Childhood Review |

Early Childhood Exit:

Exit Date	_____ (mm/dd/yyyy)
Exit Status	-- Select -- ▾
Kindergarten Transition Status	-- Select -- ▾
Kindergarten Conference Date	_____ (mm/dd/yyyy)
Conference LEA	-- Select -- ▾

Exit Date: Date the student exited from the Special Education Program. **<u>Note:</u> Even though the child may still be receiving services thru August of the same year,** *enter the exit date June 30* **for all children who are exiting the program because they are** *Kindergarten Eligible, No longer need services, or Reached maximum age (6 years)*

Exit Status: Select the appropriate reason the child exited from the program.
- Kindergarten Eligible
- Moved Known to be Continuing with EC Special Education Services
- No Longer Requires Services
- Not Placed
- Parent Refuses Services
- Deceased
- Unknown Status
- Reached Maximum Age (6)

Kindergarten Transition Status: Select the appropriate response.
- Kindergarten Waiver
- Transitioned to KG with SpEd Re-evaluation Required
- Transitioned with No Service to Kindergarten

Kindergarten Conference Date: Date Kindergarten transition meeting was held.

Conference LEA: Enter the LEA district number with whom (the particular school district) the early childhood program held the kindergarten conference. The drop-down includes all districts by alphabetical order.

6. **Save:** To successfully save entries in the database, click on the SAVE button at the bottom of the screen and look for the message in red at that top of the screen. If the data was saved, the message should read as such. If the data was not saved, the message will give you an indication as to why. Particular information is required in order to save the data.

7. **Exit:** Click on the Exit box at the bottom of the screen to return to the current list of all special education students in your district database. To return to the home page of MySped Resources, click on the message (Return to MySped) at the right-hand, top-corner of the screen next to the flashing red arrow. If exiting out, remember to SAVE desired changes first.

Search for a Student

1. Go to the Student Application through MySped and click on DDS Programs

Note: All options to sort are subject to data entry changes made in the individual student screens.

    a. **Search on Active Students:** This option will list all students who are currently enrolled and not exited from the Special Education 3-5 year program. Students with only demographics entered that are marked as transfers will also be listed.

    b. **Search on Inactive Students:** This option will list all students who have been exited from the Special Education 3-5 year program.

    c. **Search on Referrals:** This option will list all students referred into the Special Education 3-5 year program during the fiscal year - whether they were placed into Special Ed or not. Students with only demographics entered that are marked 'No' as Transfers will also be listed.

2. Choose the drop down menu as shown above. Sort student by any option indicated.
3. Type in desired name or SSN
4. Press 'Search' button in lower left hand corner.

Sort functions

The list of students may be sorted according to the headings indicated in blue. Click on the desired field and students will sort accordingly by last name, first name, middle name, or SSN.

Update a Student

1. Click on the small notebook to the left of the student's name to access the in detailed information
2. Make any necessary changes in the fields
3. Click Save and Exit to return to list of Students.

Delete a Student

Click the red X to the left of the name of the student you wish to delete.

Export to Excel

This function provides an updated list of students *based on the data entry changes made for each individual student.*

➢ **Export to Excel (Referral Students - placed and not placed):** This option lists all students and all the fields for those who have been referred to Special Education for the fiscal year. Students with only demographics entered that are marked 'No' as Transfers will also be listed.

➢ **Export to Excel (Active Students):** This option lists all students and all the fields for those who have been enrolled and not withdrawn from the program. Students with only demographics entered that are marked as transfers will also be listed.

➢ **Export to Excel (Dec 1 Students):** This option lists all students and all the fields for those who have entered the program on or before December 1 of the fiscal year and who have not withdrawn from the program before December 1 of the fiscal year. This should represent all students being served on December 1 of the fiscal year.

Save, Sort, and Review in <u>Export to Excel</u>

It is highly recommended you save the excel sheet to your computer as a backup for December 1 Child Count.

Once you have saved the Excel file to your computer, open the file. Refer to pictures on following page for further assistance.

<u>Note</u>: You may want to rename the file to distinguish active students from December 1 students.

1. Left click mouse button in the cell on Column A, Row 5 (A5). This should be the SSN header.
2. Press 'Ctrl A' on keyboard. This should hi-light all records.
3. Select 'Data' on the menu bar above your spreadsheet (refer to picture on following page).
4. Select first option of 'Sort' on the menu.
5. Select the appropriate heading for how you want it sorted in the 'Sort by' drop down menu. Make sure 'Header row' button is checked. Press OK.
6. Any changes that are identified need to be made in the individual student/employee data in MySped. Making corrections in the Excel worksheet will NOT make automatic changes to MySped.

Log off DDS Programs and MySped

1. Click on "Return to MySped" from the Student Demographics screen
2. Click on Exit at the top of the screen from MySped screen
3. Select "Sign Out"

Student Demographics screen

DDS 3-5 yr Program
Employee MySped Application Procedures

Login

Program Approval Application
5. Go to Arkansas Special Education web site: **http://arksped.k12.ar.us**
6. Click on MySped Resources near the flashing red arrow
7. Type in User ID (9***) and Password and click on "Sign-In"
8. Click on Personnel and Special Ed. Employees in the drop-down menu as indicated below.

Tips for Navigating the application
- Use the Tab key or the mouse to navigate to the fields
- Press "Save" to save all changes or additions. Look for message in red at top of screen (**Data has been saved!**) to verify data has been saved. If the data did not save, the message will state the related problem. Correct the data as indicated in the message and press "Save."
- Press Exit to go back to list of students.

Add an Employee

1. Enter the required fields as indicated in the Special Education Employee and Monitoring section of this manual.
2. Click on Save to save data changes and Exit to return to list of Employees

Update an Employee

3. Click on the small notebook to the left of the employee's name to access their detailed information.
4. Make any necessary changes in the fields.
5. Click Save and Exit to return to list of Employees.

	Support		Finance		Personnel		Students	

SCREEN: **Program Approval**   FISCA
LEA: **9999 ADE - Special Education Unit**
MESSAGE:

	Last	First	Middle	SSN	Title/Service Prov Code	Grade Level
📝 ✕	Just	Learning	abouthis	141414141	03	PS
📝 ✕	Montenaro	Chris	M	456789123	20	PS
📝 ✕	Montgomery	Karyn		274652569	03	PS
	Add Employee					
Page 1						

Export to Excel

Delete an Employee
Click the red X to the left of the name of the employee you wish to delete.

Sort Functions
Two options are available for you to sort and review data for accuracy. Any corrections can be made for each employee by using the notebook icon that edits existing employee data.

1. **Headings**: Click on the blue headings in order to sort all employees by Last name or by Title/Service Provider Code. This will assist you in getting a quick visual of employees in order of their last name or Title Code.
2. Click on the '**Export to Excel**' button at the bottom of the screen. This lists **all data fields** for you to view. It is highly recommended you save the excel sheet to your computer as a backup of December 1 Child Count.

EXPORT TO EXCEL

Data can be downloaded for review in Excel but cannot be modified there

<center>SAVE A COPY FOR YOUR RECORDS REGARDLESS!</center>

- ✓ Changes and corrections are to be made in <u>BOTH</u> MySped Resource AND the DDS Program, if applicable.
- ✓ After all changes and corrections are made in MySped Resource Export each data set to Excel and save for your records.
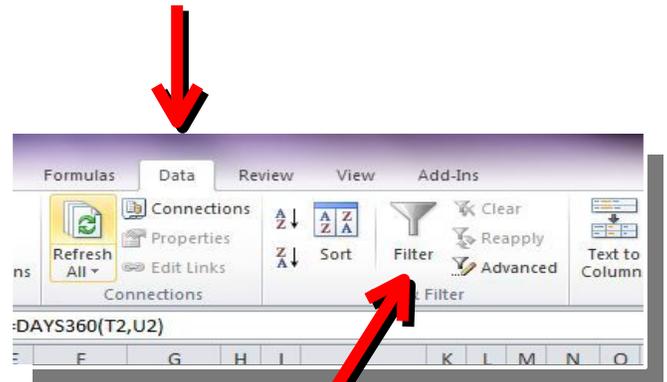

Downloads as "Excel File".

1. Click on Row 5 to highlight the row
2. Select the Data Tab on the menu bar ABOVE Spreadsheet.
3. Choose the filter option

Sorting the Information in Excel
1. "Deselect" the Select All option.
2. Choose the field you wish to search for.
3. Identify the needed changes.
4. <u>BE SURE</u> to make the corrections in MySped Resource and the modules (source data) if applicable.

Failure to correct the DATA in MySped Resource may result in a citation for inaccurate reporting.
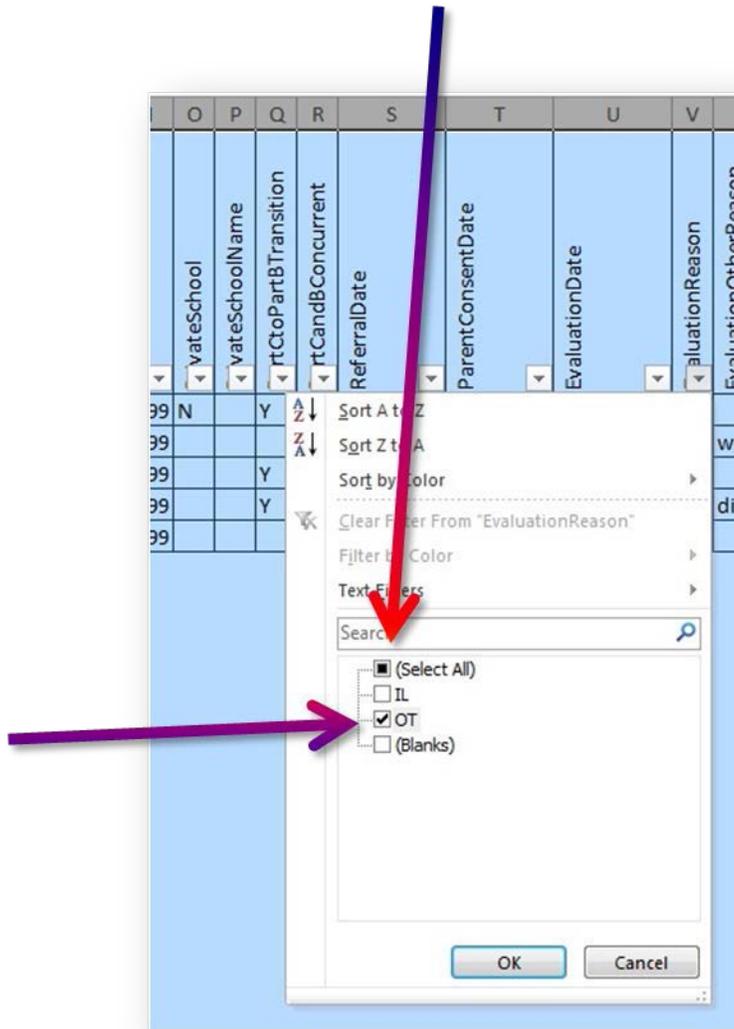
(See Employee Data Dictionary for code clarification)

      While it is important you review all data fields, specific areas are hi-lighted below to assist in program approval and in federal reporting. Please pay particular attention to the following.

    1. Sort by Heading '**Svprcd**' (service/title code) to Review:

Paraprofessionals (Title code 13)
        a. Service/Title Code should be13 only
        b. Certification Status should be coded as E, F, G, or H
        c. Licensure Endorsement Code (License #) reported if Cert. Status is E or F

    d. SpEd Aide should be N/A

    e. FTE reflects proportion of time employed in your district – cannot be greater than 1.0.

Teachers (Title codes 03, 20, 50 – 58)

    a. Service/Title Codes for teachers should only be 3, 20, and possibly 56.

    b. Certification Status should be coded as A, B, C, D and sometimes F. They should never be coded as E, G, or H.

    c. Licensure Endorsement code (License #) reported for each teacher?

    d. SpEd Aide should be P, F, or N/A (not applicable OR No – the teacher does not have an aide.

    e. FTE reflects proportion of time employed in your district and is less than or equal to 1.0.

Speech Pathologists (Title code 20)

Occupational and Physical Therapists (Title codes 4 and 5)

    a. FTE reflects the proportion of time employed in your district and is less than or equal to 1.0.

2. Sort by Heading 'Last Name'

Duplicate Employees

    a. If employees are listed more than once, verify they have a different Service/Title code and/or they are providing different services in a different grade level for each individual listing (i.e. Professional services the Elementary and district's 3-5yr Early Childhood program).

    b. Verify the total FTE is proportioned out among services and is equal to1.0 or less when added together.

3. Sort by Heading 'SSN'

Social Security Numbers

    a. Visually verify accuracy

    b. Are there 7 digits?

    c. Is the pseudo SSN for contract employees consistent with what you have used in the past? (Keep the same pseudo number in your records).

Log Out of Employee Module

1. From the Employee Module screen, click on Exit at the top of the screen.
2. Click on the drop-down menu, Sign Out.